



**EXCERPTS FROM THE MINUTES OF THE BOARD OF DIRECTORS MEETING HELD AT METRO MIDSAYAP WATER DISTRICT OFFICE 007 POBLACION 8, MIDSAYAP, COTABATO PROVINCE LAST JANUARY 17, 2017, 2:20PM – REGULAR MEETING.**

**ATTENDANCE:**

Present:	Mr. Godofredo R. Rapacon	- Chairman
	Mr. Guillermo L. Carisma, Jr.	- Vice-Chairman
	Atty. Amalia L. Casabar	- Secretary
	Ms. Isabelita C. Fullecido	- Auditor
Also Present:	Ms. Carol S. Tolentino, CPA, MMPA	- General Manager C
	Engr. Joey C. Tonzo, MMPA	- PED DM C
	Mr. Bon Carlo M. Melocoton, CPA	- SAP A
	Mr. Ali Rajiv G. Zainal	- IRMO C
	Ms. Michelle Y. Panara	- Board Recording Secretary
Absent:	Mr. Eugenio G. Morillo, Sr.	- Treasurer

**RESOLUTION NO. 009  
Series of 2017**

**A RESOLUTION APPROVING AND ADOPTING THE SYSTEM OF RANKING OF DELIVERY UNITS AND INDIVIDUAL PERSONNEL PURSUANT TO THE GRANT OF PERFORMANCE BASED BONUS (PBB) FY 2016**

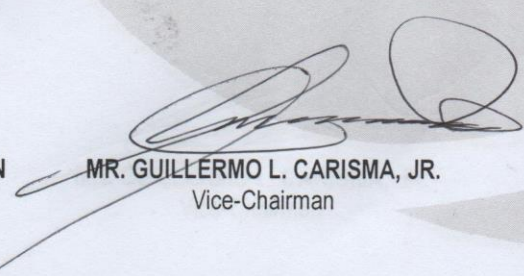
**WHEREAS**, Executive Order (EO) No. 201 s. 2016 provided that the compensation classification shall be revised or updated to strengthen the performance-based bonus incentive system in recognition of government personnel who play a greater role and carry a heavier responsibility in attaining performance targets and delivering results;

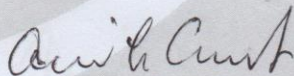
**WHEREAS**, EO No. 201 stipulated that the Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting System created under Administrative Order No. 25 (s. 2011) shall prescribe the conditions on eligibility and procedures for the grant of the enhanced PBB, including the ranking to recognize difference in levels of performance;

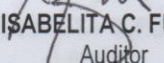
**WHEREAS**, for LWDs, the Major Final Outputs (MFOs) and Performance Indicators (PIs) identified under Memorandum Circular No. 2014-02 dated 29 August 2014, as updated, shall be used as basis in assessing LWD performance and determining their eligibility;

Certified Correct:

  
**MR. GODOFREDO R. RAPACON**  
Chairman

  
**MR. GUILLERMO L. CARISMA, JR.**  
Vice-Chairman

  
**ATTY. AMALIA L. CASABAR**  
Secretary

  
**MS. ISABELITA C. FULLECIDO**  
Auditor

(Absent)  
**MR. EUGENIO G. MORILLO, SR.**  
Treasurer



**WHEREAS**, the Strategic Performance Management System (SPMS) shall be used in rating the performance of First and Second Level officials and employees;

**WHEREAS**, Management requests for the approval and adoption of the System of Ranking of Delivery Units and Individual Personnel pursuant to the Grant of Performance-Based Bonus FY2016, to wit:

#### Coverage

The Performance-Based Bonus shall be granted to all qualified permanent employees of MMWD.

#### Eligibility and Ranking of Delivery Units

1. Delivery units as defined in the LWUA memorandum circular refer to "Divisions" of the LWD. Hence, Delivery Units of the Metro Midsayap Water District are as follows:

- a.) Office of the General Manager
- b.) Administrative and Commercial Division
- c.) Production and Engineering Division

2. Ranking of delivery units shall be based on the average rating of all the Individual Performance Commitment and Review (IPCR) of employees for the January to June 2016 and July to December 2016 rating periods. Delivery Units shall be forced-ranked according to the following categories:

Ranking	Performance Category
Top 10%	Best Delivery Unit
Next 25%	Better Delivery Unit
Next 65%	Good Delivery Unit

#### Eligibility of Individuals

1. MMWD acknowledges the Strategic Performance Management System (SPMS) ratings as the requirement for the grant of the Performance-Based Bonus (PBB) of its employees, in accordance with the criteria and conditions, the Major Final Outputs (MFOs) and Performance Indicators (PIs) indicated in the LWUA Memorandum Circular.

2. Employees should receive a rating of at least "Satisfactory", based on the Strategic Performance Management System (SPMS).

Certified Correct:

MR. GODOFREDO R. RAPACON  
Chairman

MR. GUILLERMO L. CARISMA, JR.  
Vice-Chairman

ATTY. AMALIA L. CASABAR  
Secretary

MS. ISABELITA C. FULLECIDO  
Auditor

(Absent)  
MR. EUGENIO G. MORILLO, SR.  
Treasurer



3. An employee who has rendered a minimum of nine (9) months of service during the fiscal year and with a performance rating of "Satisfactory" may be eligible to the full grant of the PBB.
4. An employee who rendered a minimum of three (3) months but less than nine (9) months of service and with the required performance rating shall be eligible for the grant of PBB on a pro-rated basis, corresponding to the actual length of service required, as follows:

Length of Service	% of PBB
8 months but less than 9 months	90%
7 months but less than 8 months	80%
6 months but less than 7 months	70%
5 months but less than 6 months	60%
4 months but less than 5 months	50%
3 months but less than 4 months	40%

The following are the valid reasons for an employee who may not meet the nine-month actual service requirement to be considered for PBB on a pro-rated basis:

- a.) Being a newly hired employee;
- b.) Retirement
- c.) Resignation
- d.) Rehabilitation leave
- e.) Maternity Leave and / or Paternity Leave
- f.) Vacation or Sick Leave with or without pay
- g.) Scholarship / Study Leave
- h.) Sabbatical Leave

However, an employee who is on vacation or sick leave, with or without pay for the entire year, is not eligible to the grant of PBB.

5. Personnel found guilty of any administrative and / or criminal cases filed against them and meted a penalty in FY 2016 shall not be entitled to the PBB. If the penalty meted out is only a reprimand, such penalty shall not cause the disqualification to the PBB.
6. Officials and employees who failed to submit the 2015 SALN prescribed in the rules provided under CSC Memorandum Circular No. 3, s. 2015 shall not be entitled to the FY 2016 PBB.

Certified Correct:

MR. GODOFREDO R. RAPACON  
Chairman

MR. GUILLERMO L. CARISMA, JR.  
Vice-Chairman

ATTY. AMALIA L. CASABAR  
Secretary

MS. ISABELITA C. FULLECIDO  
Auditor

(Absent)  
MR. EUGENIO G. MORILLO, SR.  
Treasurer



7. Officials and employees who failed to liquidate Cash Advances received in FY 2016 within the reglementary period as required by the COA shall not be entitled to the PBB.

### Forced Ranking of Individuals

The PBB rates of qualified individual employees should depend on the performance ranking of the delivery unit where they belong, based on the individuals basic salary as of December 31, 2016, as follows but not lower than Php5,000.00:

Performance Category	PBB as % of Monthly Basic Salary
Best Bureau/Office/Delivery Unit (10%)	65%
Better Bureau/Office/Delivery Unit (25%)	57.5%
Good Bureau/Office/Delivery Unit (65%)	50%

**NOW THEREFORE**, upon motion of Director Amalia L. Casabar and duly seconded by the MMWD Board of Directors, resolved as it is hereby resolved to approve and adopt the System of Ranking of Delivery Units and Individual Personnel Pursuant to the Grant of Performance Based Bonus (PBB) FY 2016.

**Approved this 17<sup>th</sup> day of January 2017.**

Certified Correct:

MR. GODOFREDO R. RAPACON  
Chairman

MR. GUILLERMO L. CARISMA, JR.  
Vice-Chairman

ATTY. AMALIA L. CASABAR  
Secretary

MS. ISABELITA C. FULLECIDO  
Auditor

(Absent)  
MR. EUGENIO G. MORILLO, SR.  
Treasurer





**BOD Resolution No. 009, Series of 2017**

Date : January 23, 2017  
TO : **ALL EMPLOYEES**  
FROM : The General Manager  
SUBJECT : **System of Ranking of Delivery Units and Individual Personnel pursuant to the Grant of Performance – Based Bonus FY2016**

In view of the implementation of Executive Order (EO) No. 80, EO No. 201, Inter-Agency Task Force on the Harmonization of National Government Performance Monitoring, Information and Reporting Systems Memorandum Circular No. 2016-1, please be informed that the following System of Ranking of Delivery Units and Individual employee for the Grant of Performance-Based Bonus for the year 2016 is hereby adopted for implementation:

**Coverage**

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**Eligibility and Ranking of Delivery Units**

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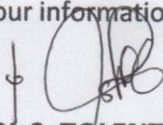
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For your information and guidance.

  
**CAROL S. TOLENTINO, CPA, MMPA**  
General Manager

*"Service with Commitment and Integrity"*